



**City of Davis**  
 Community Services Department  
 600 A Street, Suite C, Davis, CA 95616  
 (530) 757-5626  
 TDD (530) 757-5666 fax (530) 750-2742  
[www.cityofdavis.org](http://www.cityofdavis.org)  
[cswweb@cityofdavis.org](mailto:cswweb@cityofdavis.org)

## Stage Use Application Portable & Mobile

Resv. # _____	H.H.# _____
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Primary Contact \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone (h) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (w/c) \_\_\_\_\_  
 Email \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Additional Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Deposit Refund:  Credit Card  Check, payable to \_\_\_\_\_

Event Description: \_\_\_\_\_

Please mark what you need.

\_\_\_\_\_ Mobile Stage (Trailer) \_\_\_\_\_ Stairs  
 \_\_\_\_\_ Generator (1) \_\_\_\_\_ Skirting  
 \_\_\_\_\_ PA system (portable stage only)  
 \_\_\_\_\_ Portable stage (number of units)

Portable stage Units	Units Available	Units Reserved
<b>Stage Right Units</b>		
4X8 floor / height 24"	6 units	
<b>Century Stage Units</b>		
Extension to the Mobile Stage	7 units	
4X8 floor / variable heights		

EVENT INFORMATION	
EVENT DATE(S)	
EVENT LOCATION AND ADDRESS	
DELIVERY INSTRUCTIONS	
EARLIEST DELIVERY TIME/DATE	LATEST DELIVERY TIME/DATE
EARLIEST PICK UP TIME/DATE	LATEST PICK UP TIME/DATE

Applicant/Renter/Lessee hereby voluntarily releases and forever discharges the City of Davis, its agents, officials, employees and volunteers from any and all liability, claims, demands, losses and expenses, actions or rights of action which arise out of, or are in any way related to, or connected with, my participation in this activity, or my use and/or rental of city equipment and/or facilities described herein including specifically, but not limited to, any and all injury, death, illness or disease, and damage to myself or to my property, or to property which is under my control. I further agree, promise and covenant to hold harmless, defend and indemnify the City of Davis, its agents, officials, employees and volunteers from all defense costs, including attorney's fees, or from any other costs incurred in connection with claims for bodily injury or property damage caused in whole or in part by any negligent act or omission of the applicant/renter/lessee, anyone directly or indirectly representing and/or employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the city.

I agree that the Community Services Director may add conditions to a reservation. I further agree to the rules on both sides of this application as well as the House Rules and the Reservation Packet.

I further agree, covenant and promise not to sue, assert or otherwise maintain or assert any claim against the City of Davis, its agents, officials, employees and volunteers for any injury, death, illness or disease or damage to myself or to my property, or to property, including city property which is under my control, arising from or connected with my use and/or rental of city equipment facilities or from any claim asserted against me by any other person.

I have read, I understand, and I will comply with all the information on this application, information contained on the reverse side and in the supplemental rules and regulations handout.

**Signature of Group Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This material can be made available upon request in and alternative format as required by the American with Disabilities Act of 1990. Direct your request to The Community Services Department 530 757-5626, (530) 575-5666 (TDD) or [cswweb@cityofdavis.org](mailto:cswweb@cityofdavis.org).

Deposit Paid: _____	Rental Fees Paid: _____	Receipt #: _____	Initial: _____
Copies: White _____	Yellow _____	Pink _____	Key? _____

Deposit Refund: \$ _____	Date of Refund: _____	Receipt #: _____	Initial: _____
Circle One:	Demand	Credit Card	Cash

## MOBILE STAGE RENTAL INFORMATION

The City of Davis appreciates the opportunity to provide for your mobile stage needs. Our mobile stage has been used over the years for a variety of city programs, special events and private rentals. We hope this information helps you through the mobile stage reservation process.

**Insurance:** A valid insurance certificate must be received thirty (30) days prior to first day of use of the mobile stage.

**Payment of fees:** must be paid in full or a P.O. provided thirty (30) days prior to first day of use.

**Less than 30 Day Requests:** All applications received less than thirty (30) days are subject to approval pending:

- Staff / Driver availability
- All fees must be paid in full with the application
- A valid insurance certificate must be submitted with the application.

Operations Coordinator will diligently attempt to accommodate all applicants but make no guarantee of availability due to the specialized nature of the equipment and its limitations including:

- Uneven elevation and grading of area to be placed
- Uses outside of the standard applications

**Reservations Confirmation:** A reservation is not confirmed or completed until all of the above conditions are met.

**Delivery Limitations or boundaries:**

- Trailer must be delivered by the City of Davis
- Delivery is based on City of Davis driver availability.

**Changes to the Mobile Stage Reservation Application:** Changes must be made by the applicant listed on the Mobile Stage Reservation Application at least 30 days prior to the scheduled event. All changes must be made either in person or in writing. Changes include the following:

- **Time Change Policy:** Time changes will be honored only if the stage and staff availability allows.

**Cancellations:** If reservation is cancelled less than 90 days, the refundable deposit will be forfeited.

**Regulations:**

- The Mobile Stage Reservation Application shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which the Mobile Stage Reservation Application is made.
- Staff has discretion in deciding the appropriate location to park the mobile stage. This is to prevent accidents and damage to existing facilities.

**Refundable Deposit:** If approved after the event, the refundable deposit will be mailed to the applicant listed on the Mobile Stage Reservation Application using the address provided on the application. Checks are issued within three (3) weeks from the scheduled event date. The refundable deposit may be withheld for reasons outlined below:

- Damage or vandalism to City facilities or equipment
- Usage exceeding the time specified on the contract
- Missing or stolen equipment

**Equipment:**

- Any non-City owned personal or rental items brought in for use by the applicant must be removed immediately at the conclusion of the event. Any items left behind are subject to immediate disposal.
- The mobile stage rental includes use of a portable generator if requested.

**Note:** If you have any questions about the portable or mobile stage, or other rental equipment please contact the Community Services Department (530)757-5626.